

Work Assignment SOW

Title: OSEM General Support

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-41

Estimated Period of Performance: Date of issuance to 11/18/12

Estimated Level of Effort: 130 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Sharquita Goldring
OP (1807T)
202/566-2173
202/566-2211 (fax)

Contract Level COR:

Cathy Turner
CMG/OP (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide quick turnaround, project support for a number of work areas for the Office of Strategic Environmental Management (OSEM). OSEM helps EPA and others make the strategic policy and governance changes necessary to meet the Agency's goals now and in the future. The Integrated Environmental Strategies Division provides leadership on emerging, cross-cutting issues, with an initial focus on several related to moving toward a greener economy. The Strategic Management Division promotes strategic management practices to strengthen Agency operations and performance, including program analysis and "lean government." The Evaluation Support Division advances the strategic use of program evaluation for assessing the effectiveness and impact of EPA programs and initiatives. This work assignment is a continuation of Work Assignment 1-23 on this contract. The contractor shall not duplicate work performed under Work Assignment 1-23.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ **NO**, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing

environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

No environmental data will be collected for this work assignment. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar day of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Support OSEM Research

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall support efforts of OSEM through continued research, outreach and communications. Tasks shall include the following:

- Development of research focused on various topics that may include green economy, lean manufacturing, strategic management, program evaluation or other topics that may surface based on the needs of upper management.

- Support OSEM's outreach efforts through networking with stakeholders that include, but are not limited to, businesses, other government agencies, state agencies and nonprofit organizations.
- Solicit and disseminate feedback on past work and outreach efforts through surveys (under our current ICR) and data-gathering. Findings will influence revisions and drafting updated publications for print.
- Support for OSEM's partnerships with the various stakeholders. This may include the facilitation of meetings and working groups and the preparation of minutes and summaries from these meetings at the written request of the WAM (by electronic mail).

Deliverables and schedule under Task 2

2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)

Task 3 – Development of Outreach Materials

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall assist in the development of new outreach materials utilizing their graphic design expertise. Examples of outreach materials include presentations, one pagers, signs and exhibit banners. Graphics assistance may also be needed in formatting of new documents and outreach materials for publication.

Deliverables and schedule under Task 3

3a. Creation of draft materials within 14 days of receipt of request from WAM

3b. General support in developing new signs, with minimum 7 day advance notice from WAM

Task 4 –Meeting Facilitation

[Element 1: Planning and Management Support, page 8 of SOW]

For briefings (up to 3) the contractor shall prepare a draft briefing after consulting with the EPA WAM about the issues, audience, and format for the briefing. Briefing materials may include tables, graphs, charts, bullet point slides (including talking points) and handouts, large-format posters, and copies of briefing slides to be provided as handouts as needed to fully describe and convey relevant information related to the subject of the briefing. After technical review of the draft materials by the EPA WAM (to be completed within 5 working days), the contractor shall revise the draft materials as needed and deliver a final set of materials within 5 working days of the receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM.

Deliverables and schedule under Task 4

- 4a. Prepare draft briefing materials at the direction of the WAM within 14 calendar days of receipt of the WAM's written request (by electronic mail)**
- 4b. Provide onsite meeting facilitation at selected event at the direction of the WAM.**

Task 5 -Interagency meetings

[Element 1: Planning and Management Support, page 8 of SOW]

For interagency meetings (up to 2) and conferences the contractor shall provide technical, organizational, and logistical support. Since EPA is uncertain before hand of the sizes and scales of these meetings or conferences, the contractor shall prepare a draft meeting/conference plan after consulting with the EPA WAM regarding the issues, purpose, probable size, potential location, and expected duration of the meeting/conference. The meeting/conference plan shall reflect that the contractor shall provide for management of all aspects of conferencing including pre-conference preparations, such as agenda development, facilitating, providing technical support and comprehensive on-site support to ensure smooth functioning of the meetings. After review of the draft meeting plan by the EPA WAM, the contractor shall revise the draft meeting plan as needed and provide the meeting/conference support services identified in the final meeting/conference plan within 5 working days of the receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM. (SOW Work Areas)

Deliverables and schedule under Task 5

- 5a. Prepare a draft agenda, draft background material at the WAM's direction for Interagency meetings. Finalization of meeting agenda, and background material after receiving comments from the WAM.**
- 5b. Provide on-site organizational and logistic support at the WAM's direction.**
- 5c. Prepare draft summary of meeting, and provide final meeting notes after WAM review within 14 calendar days of the WAM's written comments**

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**
- 2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)**
- 3a. Creation of draft materials within 14 days of receipt of request from WAM**
- 3b. General support in developing new signs, with minimum 7 day advance notice from WAM**
- 4a. Prepare draft briefing materials at the direction of the WAM within 14 calendar days of receipt of the WAM's written request (by electronic mail)**
- 4b. Provide onsite meeting facilitation at selected event at the direction of the WAM.**
- 5a. Prepare a draft agenda, draft background material at the WAMs direction for Interagency meetings. Finalization of meeting agenda, and background material**

after receiving comments from the WAM.

5b. Provide onsite organizational and logistic support at the WAMs direction.

5c. Prepare draft summary of meeting, and provide final meeting notes after WAM review within 14 calendar days of the WAM's written comments

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-41

☐ Other ☐ Amendment Number:Contract Number
EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 2

OSEM General Support

Contractor
INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pg. 4-8, Element 1

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 12/01/2011 To 11/18/2012

Comments:

The purpose of this action under Work Assignment 2-41 is to approve the Contractor's work plan and cost estimate dated December 13, 2011 for 130 hours level of effort, (b)(4) in costs, (b)(4) in fee with a ceiling of \$9,996.52.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1903-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE:

11/19/2009 To 11/18/2014

This Action:

\$9,996.52

Total:

\$9,996.52

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 12/13/2011

Cost/Fee: \$9,996.52

LOE: 130

Cumulative Approved:

Cost/Fee: \$9,996.52

LOE: 130

Work Assignment Manager Name Sharquita Goldring

Branch/Mail Code:

Phone Number 202-566-2173

FAX Number:

(Signature)

(Date)

Project Officer Name Cathy Turner

Branch/Mail Code:

Phone Number: 202-566-0951

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jamil Rodgers

Branch/Mail Code:

Phone Number: 202-564-4781

FAX Number:

(Signature)

(Date)